

# Pastoral Assistant

## Candidate Information



## WELCOME

Welcome to Ormiston Ilkeston Enterprise Academy, a school full of warmth and purpose.

I take enormous pride in leading an incredible team of staff who are resolute and steadfast in their determination to improve the life chances of our young people and address educational disadvantage in our setting.



We are looking for like-minded individuals as we expand our team to accommodate growing student numbers. Having recently been rated as Ofsted Good, it is an exciting time to join us!

Our success to date is due to the fact we live and breathe our CARE values of Courage, Ambition, Respect and Excellence. These values help to determine our strong culture and create a climate in which every member of the school community is able to develop and improve. We are relentlessly positive and passionately care about the community that we serve.

Colleagues enjoy working here as we prioritise and build a sense of belonging. There is a calm and purposeful atmosphere around the academy, with high standards set for all aspects of academy life.

We adopt a 'work to live' mentality meaning workload is carefully considered with a range of common-sense initiatives deployed, these typically include access to wellbeing days and a sensible approach to flexible working. Our team buys into our philosophy of continuous improvement and benefit from the 'development over judgement' mantra. We realise and appreciate that staff are our greatest resource.

I appreciate that I might be biased but this is a truly great place to work, and you won't regret applying. Come for a visit beforehand and see for yourself.

We look forward to meeting you soon,

**Mr Simon Leach**  
**Principal**



## **Pastoral Assistant**

**Scale:** Grade 5, Pts 15 – 19 £30,024 - £32,061 pa  
**Actual Salary: £26,487 - £28,284 pa**

**Hours:** 37 hours per week, 40 weeks per annum  
term time + 1-week  
8am – 4pm (Monday – Thursday) 8am – 3.30pm (Friday)

September Start

If you are someone that is passionate about education, enjoys working with young people and is determined to make a real difference to the children we have in our care, then this could be the job for you. This is an exciting time to be joining our Academy – Ofsted rated Good! following our recent inspection.

We are looking for an outstanding Pastoral Assistant to join this forward-thinking academy and develop the quality of teaching and learning. We are seeking to employ staff who have a thirst to develop young people and build teams committed to academic and pastoral success. This is a fantastic opportunity to play a key role in influencing positive learning outcomes for our students.

Our new colleague will benefit from being part of the Ormiston Academies Trust, a Multi Academy Trust of 44 academies. The Trust's vision is for all young people to have access to the highest academic, social and practical skills required to achieve their full potential. OAT support all staff so that they can enhance and develop their professional skills whatever their role within the Trust.

We offer a competitive package of benefits for our staff including:

- *Additional days leave for Staff Wellbeing during Term Time.*
- *A supportive and collaborative working environment.*
- *Vivup – lifestyle saving, cycle to work scheme, car salary sacrifice scheme, and employee assistance programme.*
- *Performance management decoupled from performance pay.*
- *Work to live mentality - we take workload seriously and remove the 'unimportant stuff' Our Academy is a vibrant and friendly place to work.*
- *A network of exceptional support staff, teachers, middle and senior leaders.*
- *The opportunity to achieve career development through excellent CPD opportunities (at a trust and school level).*

For an informal chat or to arrange a visit please contact Mrs Meakin, PA to Principal and VPs on 0115 9303724 or by emailing [kmeakin@oiea.co.uk](mailto:kmeakin@oiea.co.uk).

To apply, visit us online at <https://mynewterm.com/school/Ormiston-Ilkeston-Enterprise-Academy/137109>  
**Please note that CVs are not accepted.**

**Closing date: 9am – Monday 22<sup>nd</sup> June 2026**  
**Interviews to be held Wednesday 24<sup>th</sup> June 2026**

*Ormiston Ilkeston Enterprise Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Ormiston Academies Trust embraces diversity and promotes equality of opportunity. Flexible working opportunities will be considered.*

*All successful appointments will be subject to suitability checks in accordance with KCSIE, including identity, Right to Work, qualifications, online searches, prohibition check, two references and enhanced DBS check including Children's Barred List.*

*The post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, which provides information about which convictions must be declared during job applications and related exceptions, can be found here:*

*<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>*



## **Job Description**

**Post: Pastoral Assistant**

**Location: Ormiston Ilkeston Enterprise Academy based**

**Salary: Grade 5, Pts 15 – 19 £30,024 - £32,061 pa (pro rata)  
Actual Salary: £26,487 - £28,284 pa**

**Status: Permanent**

**Hours: 37 hours a week term time + 1-weeks 40 weeks 8am to 4pm Monday to Thursday - 30 mins lunch - 8 am until 3.30 pm on a Friday - 30 mins lunch**

**Responsible to: Assistant Principal through the Pastoral Team**

### **Responsible for:**

- To support students as part of the Academy Pastoral team working address barriers to learning on behalf of the Principal and Senior Leadership Team. The postholder will also organise and undertake other related duties to support learning, personal and social development.
- To undertake the necessary preparation and service delivery, procedures, following systems and policy to promote engagement and learning.
- Ensure that communications and reports are made in a timely manner that meet the needs and expectations of all stakeholders including compliance with relevant OAT Head Office policies and processes as needed.

### **Main duties and responsibilities**

#### **Student Support**

- To work within the pastoral team developing and coordinating responses to pastoral and educational concerns related to individual students and provide additional support to overcome barriers to learning under the guidance of teachers/senior staff.
- Provide pastoral care and support to student's learning and development to ensure identification, decision making and evaluation of pastoral support.
- Provide input to the identification of needs, assessing those students who need extra support and the development of individual action plans for targeted students
- Provide extra support to students through knowledge of a range of activities and opportunities available to them
- Support the organisation and implementation of additional activities for identified students to support a successful transition within and across educational establishments.
- May undertake home visits to keep parents informed and secure positive family support
- May be involved with organising and implementing individual development plans for students, including attending reviews
- Support independent learning and inclusion of all students, including supporting other members of staff in our Reflections Room
- Monitor student's conduct and behaviour throughout the mainstream learning process and intervene to resolve complex, difficult or challenging issues using appropriate techniques, skills, strategies and routine sanctions to de-escalate situations or resolve conflict with individual and groups of students.
- Establish, maintain or restore a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of students, staff and visitors.

- Advises and assists all students in the proper use of complex personal and learning aides
- Carrying out routine administrative tasks i.e. photocopying, record keeping, recording data.
- Carry out first aid duties.
- Organise and participate in the supervision of individual and groups of students in dining, playground and circulation areas throughout the day. Ensure that students are engaged in appropriate activity and intervene to maintain behaviour standards and ensure wellbeing, safety and welfare.

### **Resources**

- Select and adapt appropriate resources/methods to facilitate agreed learning activities

### **Personal and Welfare Support**

- May guide and support students in their personal, emotional and social development.  
a member of the First Aid team

### **Systems, Policies and Procedures**

- Adherence to safeguarding requirements as well as health and safety

### **Team Involvement**

- May demonstrate own duties to new or less experienced staff
- Attend meetings to support and inform communication, provide information, support continuous professional development, ensure consistency and contribute to developing a team ethos.

### **Building Professional Relationships**

- Assist in maintaining contact with students' families/carers to inform them of progress and issues.
- Liaise with school staff and other agencies to identify students at risk of disaffection.
- Liaise with teaching staff to provide particular support to targeted students to raise achievement and attendance and to help them overcome barriers to learning.
- Develops relationships with students to provide advice and guidance on learning and development
- Establish and maintain relationships with families, carers and other agencies e.g. social care etc.

### **Record Keeping and Information Management**

- Collate information and maintain records for students including attendance, behaviour and safeguarding.
- Assess, record and report on student development, progress and attainment as agreed with the teacher.

### **Problem Solving and Decision-Making**

- Required to interpret information and situations and will solve varied problems and develop solutions.
- Access to line manager for unusual or difficult problems
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### **Knowledge, Skills and Experience**

- Requires knowledge of procedures for a range of tasks supporting individual students needing additional assistance to overcome barriers to learning.
- Working towards national occupational standards for learning, development and support services and knowledge and skills equivalent to level 3
- IT and keyboard skills
- Knowledge and compliance with policies and procedures relevant to health and safety and child protection

### **Physical Demands and Working Conditions**

- Normal physical effort and may carry minor loads.
- Work is in a classroom or office environment but may sometimes involve home visits.

### **General Responsibilities**

- Be aware of, promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, differences and ensure equal opportunities for all.
- Maintain confidentiality of information acquired in the course of undertaking duties.
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.
- Ensure GDPR principles are embedded in normal working practices.
- Post holders may be required to work flexibly in order to meet the business needs. All staff are required to partake in performance management and training activities.
- The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.
- The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives

### **DBS**

An enhanced disclosure and barring check will be a requirement of the post.

## Person Specification

Attributes tested by Application, Interview, Task and References	
Qualifications & Experience	Essential E/ Desirable D
5 good GCSEs including Maths & English Grades A*-C or equivalent.	E
Educated to NVQ L3 in related area qualification or other discipline that aligns with job role or equivalent experience.	D
Experience of working within a school environment	D
Experience of managing own workload to meet conflicting demands and deadlines	E
Effective working with children/young people and their families	D
Effective working with children with educational, emotional and behavioural difficulties	E
A willingness to develop a range of approaches to assist in engaging with young people, and their families, and to encourage them to engage with the learning process	E
Ability to develop positive relationships with individual students and groups and empathise with them and sensitivity to the needs of children/families from all groups	E
Caring skills and the ability to work positively with students physical and emotional needs, without confrontation	E
Able to maximize identified learning aims by ensuring that educational and hygiene programmes are maintained at all times under the direction of the line manager	E
Previous experience of working with 11 -16-year-olds	D
Awareness of the regulatory framework relevant to schools and students	D
Awareness of the education process and the national curriculum	D
Good interpersonal skills and confident communicator	E
Willing to take up certificate in first aid at work training.	E
Good administrative, practical and ICT skills	E
Skills and Abilities	Essential E/ Desirable D
Ability to work positively with families and to engage their support in improving behaviour and making progress	E
Able to communicate in a clear and concise manner both on the telephone and face to face, who can effectively convey information at an appropriate level.	E

Attributes tested by Application, Interview, Task and References	
<b>Qualifications &amp; Experience</b>	<b>Essential E/ Desirable D</b>
Ability to complete work to the required standards and to agreed deadlines.	E
Ability to develop and maintain effective working relationships with a wide range of people.	E
Excellent organisational, communicating and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently.	E
Demonstrates a flexible approach to work to enable effective delivery of service.	E
<b>Other Attributes</b>	<b>Essential E/ Desirable D</b>
Proactive, flexible and adaptable.	E
Punctual and conscientious.	E
Prepared to challenge non-compliance.	E
Discretion, tact and confidentiality always.	E
Good time management and the ability to prioritise workload.	E
Able to work under pressure and to deadlines and deliver excellent attention and produce accurate results.	E
Evidence of successful team working.	E
Calm in a crisis to bring about resolution.	E
Ability to adapt to changes in the workplace.	E
Understanding and commitment to the safeguarding of children.	E
Commitment to the school ethos and aims.	E
Commitment to equal opportunities.	E
Accurate and fluent spoken English.	E
A commitment to safeguarding and promoting welfare for all.	E
Exemplary levels of integrity.	E



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